

Department	Question # 1	Question # 2							
	Does your Department have Training Policies or Goals in Place? Y=1, N=0	Training Resource Center	Rotational Training Staff	Individual Dvlpmt. Plans	Train the Trainer Courses	Mentoring or Coaching Programs	None	Annual Performance Reviews	New Recruits
Judicial Administration	1	1	1			1		1	
Office of Management & Budget	0						1		
Aviation	1	1	1	1					
Parks & Recreation	1	1		1	1				
MDTA	1	1	1		1	1			
Division of Community Relations	0						1		
Solid Waste	1		1						
Audit & Management Services	1		1						
Property Appraiser	0					1			
Building Department/Planning Dept.	1	1							
Business Development	1				1	1			
Communications	0						1		
Corrections	1				1				
Elections	1				1				
Fire & Rescue	1		1		1				1
GSA	1	1			1				
Independent Review Panel	1								
Medical Examiner	1		1			1			
Metro Miami Action Plan	0		1	1					
Office of Community & Economic Dvlpmt.	1	1	1		1	1			
Miami-Dade Housing Agency	1	1	1		1	1			
Miami-Dade Police Dept.	1	1			1				
Water & Sewer	1						1		
Library	0			1					
Consumer Services	0						1		
Totals	18	9	10	4	10	7	5	1	1
Percentage based on 25 depts.	72	36	40	16	40	28	20	4	4

Department	Question # 2			Question # 3						
	Experiential Workshops	Other	Use County Training Programs	Documentation on Individual Competencies	Job Rotation or Cross Training	Knowledge or Skill Based Pay	Mandatory Annual Training Time	Skill Certif.	None	Team Problem Solving
Judicial Administration	1	1	1		1					
Office of Management & Budget				1						
Aviation				1	1					
Parks & Recreation					1					
MDTA					1					
Division of Community Relations					1		1			
Solid Waste				1	1		1			
Audit & Management Services					1	1	1			
Property Appraiser					1		1			
Building Department/Planning Dept.				1	1		1			
Business Development					1					
Communications					1					
Corrections				1	1		1			
Elections							1			
Fire & Rescue				1	1	1	1			
GSA				1			1			
Independent Review Panel							1			
Medical Examiner							1			
Metro Miami Action Plan							1			
Office of Community & Economic Dvlpmt.							1			
Miami-Dade Housing Agency				1	1	1	1			
Miami-Dade Police Dept				1		1	1			
Water & Sewer							1			
Library					1					
Consumer Services					1	1				
Totals	1	1	1	8	15	4	10	15	4	1
Percentage based on 25 depts.	4	4	4	32	60	16	40	60	16	4

Department	Question # 4					Question # 5					
	Employee Access to Key Business Information	Self-Directed Work Teams	Employee Involvmt.	None	Other	Quality Circles/ Problem Solving	Benchmrk.	Total Quality Mgmt.	None	Taskforce	Community Policing
Judicial Administration				1					1		
Office of Management & Budget				1					1		
Aviation			1			1			1		
Parks & Recreation				1						1	
MDTA			1			1					
Division of Community Relations				1		1					
Solid Waste				1					1		
Audit & Management Services	1	1					1				
Property Appraiser				1					1		
Building Department/Planning Dept.				1				1			
Business Development			1						1		
Communications			1						1		
Corrections				1		1	1	1			
Elections			1						1		
Fire & Rescue				1		1	1				
GSA	1								1		
Independent Review Panel	1	1	1			1					
Medical Examiner		1				1					
Metro Miami Action Plan				1					1		
Office of Community & Economic Dvlpmnt.	1		1			1	1				
Miami-Dade Housing Agency		1				1	1				
Miami-Dade Police Dept		1									1
Water & Sewer	1	1	1			1	1	1			
Library		1	1				1				
Consumer Services				1					1		
Totals	5	7	9	11	0	10	7	3	11	1	1
Percentage based on 25 depts.	20	28	36	44	0	40	28	12	44	4	4

Department	Question # 6					Question # 7		
	Employee Apprenticeship Training	Student Apprenticeship Training	None	Wages Program	Internships/ Trainee Program	Is There a Mentoring or Internship Program? Y=1,	What % of Interns are paid?	Are the Interns Staff? Y=1, N=0
Judicial Administration	1	1				1	0	0
Office of Management & Budget			1			0	0	0
Aviation			1			1	0	0
Parks & Recreation			1			0	0	0
MDTA						1	100	1
Division of Community Relations			1			0	0	0
Solid Waste		1		1		0	0	0
Audit & Management Services		1				1	50	1
Property Appraiser			1			0	0	0
Building Department/Planning Dept.			1			0	0	0
Business Development			1			1	100	0
Communications			1			0	0	0
Corrections			1			0	0	0
Elections			1			0	0	0
Fire & Rescue			1			0	0	0
GSA			1			0	0	0
Independent Review Panel			1			0	0	0
Medical Examiner	1	1				1	0	0
Metro Miami Action Plan			1			0		
Office of Community & Economic Dvlpmt.		1			1	1	80	0
Miami-Dade Housing Agency	1	1				1	100	0
Miami-Dade Police Dept			1			0	0	0
Water & Sewer			1			0	0	0
Library					1	1	100	1
Consumer Services	1					1	0	
Totals	4	6	16	1	2	10	530	3
Percentage based on 25 depts.	16	24	64	4	8	40	2120	12

Department	Question # 7		Question # 8						
	Are the Interns Students?	What % are Hired as Staff After Completing the Program?	Course Content Evaluation by Trainee?	Trainer Evaluation by Trainee?	Test Given to Trainee?	Capture Change in trainee Behavior?	Capture Change in Department Behavior?	None	Exercise, Group Activities
Judicial Administration	1	0	1	1					
Office of Management & Budget	0	0						1	
Aviation	1	0	1	1	1	1	1		
Parks & Recreation	0	0	1	1					
MDTA	0	0		1	1				
Division of Community Relations	0	0						1	
Solid Waste	0	0	1	1	1				1
Audit & Management Services	1	10	1	1					
Property Appraiser	0	0						1	
Building Department/Planning Dept.	0	0	1	1					
Business Development	1	0	1	1					
Communications	0	0							
Corrections	0	0	1	1	1				
Elections	0	0						1	
Fire & Rescue	0	0			1				
GSA	0	0				1			
Independent Review Panel	0	0	1	1	1	1	1		
Medical Examiner	1		1	1					
Metro Miami Action Plan							1		
Office of Community & Economic Dvlpmt.	1	1	1			1	1		
Miami-Dade Housing Agency	1	25	1	1	1	1			
Miami-Dade Police Dept	0	0	1	1	1				
Water & Sewer	0	0	1	1	1				
Library	1	100			1				
Consumer Services	1	0			1				
Totals	9	136	14	14	11	5	4	4	1
Percentage based on 25 depts.	36	544	56	56	44	20	16	16	4

Department	Question # 9	Question # 10						Question # 11	
	Does Department Perform a Needs Assessment on Training Requirements? Y=1, N=0	Don't Know	Not Applicable	Exceeds Goals	Meets Goals	Does Not Meet Goals	No Goals Established	Don't Know	Not Applicable
Judicial Administration	0						1	1	
Office of Management & Budget	0		1						1
Aviation	1				1				
Parks & Recreation	1					1			
MDTA	1					1		1	
Division of Community Relations	0		1						
Solid Waste	1				1				
Audit & Management Services	1				1				
Property Appraiser	1		1						1
Building Department/Planning Dept.	1					1			
Business Development	1				1				
Communications	1		1						
Corrections	1				1				
Elections	1				1				
Fire & Rescue	1				1				
GSA	0					1			
Independent Review Panel	0				1				1
Medical Examiner	0					1			
Metro Miami Action Plan	1		1						
Office of Community & Economic Dvlpmt.	0				1				
Miami-Dade Housing Agency				1					
Miami-Dade Police Dept	1			1					
Water & Sewer	0					1			
Library	0	1							
Consumer Services	0					1			
Totals	14	1	5	2	9	7	1	2	3
Percentage based on 25 depts.	56	4	20	8	36	28	4	8	12

Department	Question # 11				Question # 12	Question # 13	Question # 14
	Exceeds Goals	Meets Goals	Does Not Meet Goals	No Goals Established	Number of Employees in FY97/98	FY 97/98 Department Budget in Millions	FY 97/98 Department Payroll Cost (Salary + Fringe)
Judicial Administration					464	0	0
Office of Management & Budget					26	1.8	1.6
Aviation		1			1,680	529.5	99.3
Parks & Recreation			1		900	82	46.5
MDTA					2,650	200	149.5
Division of Community Relations			1		7	0.823	0.656
Solid Waste		1			1,055	243.4	49.3
Audit & Management Services			1		65	3	2.7
Property Appraiser					243	12.4	11.3
Building Department/Planning Dept.			1		489	42.8	26.4
Business Development			1		49	5.2	2.5
Communications			1		39	2.7	1.4
Corrections		1			2,409	203.3	154.4
Elections			1		68	5.8	4.1
Fire & Rescue			1		1,500	151.6	136.4
GSA			1		763	126.2	45.2
Independent Review Panel					4	0.36	0.281
Medical Examiner			1		58	6.9	4.5
Metro Miami Action Plan			1		17	2.6	1
Office of Community & Economic Dvlpmt.			1		82	7.026	5.366
Miami-Dade Housing Agency		1			624	213.5	31.5
Miami-Dade Police Dept		1			5,000	320.1	271
Water & Sewer			1		2,335	396.865	127.724
Library			1		460	33.109	21.161
Consumer Services			1		110	6.472	4.488
Totals	0	5	15	0	21,097	2597.455	1198.276
Percentage based on 25 depts.	0	20	60	0	844	103.90	47.93

Department	Number	Type	Required	Funding Source
AOC		Court Interpreter Certification	y	AOC
AOC		Guardian Ad Litem Pre-service	y	GAL
AOC		Supreme Court Mediator License	y	Employee/AOC
AOC		Florida State Bar Association	y	State
AOC		Supervisory Training	n	County
AOC		Licensed Psychologist	y	Employee
Aviation		Parking Enforcement Specialist	n	Department
Aviation		OSHA Forklift Operator	y	Department
Aviation		Supervisor Certification	y	Department
Aviation		Commercial Driver's License	y	Employee
Parks		EMT	various	Employee/Tuition Reimburse
Parks		Engineering, Architects, Landscape Architect	various	Employee
		HRS Childcare	various	Employee
MDTA		Commercial Driver License A,B, C	y	Employee/County
MDTA		EPA 608 Air Conditioning	y	County
MDTA		ASE Automotive Excellence	n	Employee
Solid Waste		FACE	n	County
Solid Waste		Landfill Operator Certificate	y	County
Solid Waste		Driver Certification	y	County
Solid Waste		Professional Secretarial Certification	n	County/Employee
Solid Waste		SWANA Integrated SWM Management certification	n	County
Solid Waste		SWANA Collections Operations Certification	n	County
Audit		CPA - Certified Public Accountant	n	Employee
Audit		CIA - Certified Internal Auditor	n	Employee
Audit		CISA - Certified Information System Auditor	n	Employee
Property Appraiser		Certified Florida Evaluator	n	Employee
Property Appraiser		Accredited Senior Appraiser	n	Employee
Property Appraiser		CAE	n	Employee
Property Appraiser		RES	n	Employee
Property Appraiser		PPS	n	Employee

Department	Number	Type	Required	Funding Source
Corrections		Correctional Officer	y	County
Fire		Fire Service Instructor	n	Employee/Dept
Fire		Fire Safety Inspector	n	Employee/Dept
Fire		Emergency Medical Technician	y	Department
Fire		Paramedic	y	Department
Fire		Firefighter Minimum Standards Cert	y	Department
Fire		Driver Operator Certification	N	Department
Fire		Hazmat Technician Certification	n	Department
Fire		Diver Certification	n	Department
Fire		CPR Instructor	n	Department
Fire		Air Rescue Firefighter	y	Aviation/Department
GSA		Automotive Service Excellence	y	Employee
GSA		National Institute of Governmental Purchasers	y	Employee
GSA		Commercial Drivers License	y	Employee
GSA		Emergency Vehicle technician	n	Employee
Medical Examiner		Forensic Pathology Fellowship	y	County
Office of Community		Chief Real Estate officer	y	CDBG
Housing		Property Management	y	?
MDPD		Did not provide a good list		
Consumer Services		Automotive Service excellence	y	Employee
		Certificate of Competency in Direct Cable Burial	y	County